



UNAUTHORIZED ABSENCE

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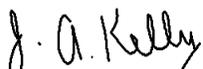
I. POLICY

If a supervisor does not have a written leave request or does not receive a call regarding an employee's absence within one hour of the employee's scheduled starting time, the absence is considered unauthorized and the employee will be on leave without pay. Employees may be subject to disciplinary action if this occurs. The following procedures will be followed regarding maintenance of employees' leave records:

II. LEAVE RECORD MAINTENANCE

- The appointing authority is responsible for the maintenance of accurate leave records for all employees.
- Records will be kept by the Office of Human Resources and are subject to periodic inspections to ensure adherence to all procedures and regulations set forth by the State of Maryland, Comptroller's Office, and the Director of the Field Enforcement Division.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director